

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

March 27, 2008

SUBJECT: CLASSIFICATION OF RESERVE POLICE OFFICERS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order supercedes Special Order No. 26, 2007,
Classification of Reserve Police Officers.

This Order revises the classification of reserve police officers as outlined in Special Order No. 7, titled *Police Reserve Officer Corps*, dated April 1, 1994. This Order also delineates the procedure for assignments and supervision of reserve police officers. The terms Line Reserve and Technical Reserve shall no longer be used to describe reserve police officers.

PROCEDURE:

I. CLASSIFICATION OF POLICE RESERVE OFFICERS - REVISED.

A. Designated Level I Reserve Police Officer - Defined.

A Designated Level I (DL-I) reserve police officer is defined as a reserve officer who has successfully completed the Peace Officer Standards and Training (POST) basic course and has qualified for the POST reserve police officer certificate. A Designated Level I reserve police officer may work with a non-probationary full time police officer or a Certified Designated Level I (CDL-I) reserve police officer. A Designated Level I reserve police officer has 24-hour peace officer authority and may carry a concealed firearm. All DL-I reserve police officers shall:

- * Complete the POST 400-hour probationary field training program;
- * Complete 32-hours of duty per two deployment periods; and,
- * Maintain the POST mandated Continuing Professional Training (CPT) hours.

Note: A Certified Designated Level I reserve police officer is defined as a reserve police officer who has completed 2,000 hours in a patrol assignment and received approval from his/her involved commanding officer and the Department Reserve Coordinator. Certified Designated Level I reserve police officers may work alone or with a

non-probationary reserve police officer or full time police officer. A CDL-I reserve police officer has 24-hour peace officer authority and may carry a concealed firearm.

- B. Level II Reserve Police Officer - Defined.** A Level II reserve police officer is defined as a reserve police officer who has successfully completed the POST Module II academy course. Level II reserve police officers have peace officer authority only while on-duty. A Level II reserve police officer may carry a concealed firearm off-duty with a Carry Concealed Weapon permit issued at the successful completion of the POST certified Module II Reserve Academy. A Level II reserve police officer, upon completion of their probation, may be assigned to work with a non-probationary full time police officer or a CDL-I reserve police officer.

Level II reserve police officers shall be assigned to a POST certified field training officer until completion of their probationary training. All Level II reserve police officers shall:

- * Complete the Department's 300-hour probationary field training program;
- * Complete 32-hours of duty per two deployment periods; and,
- * Maintain the POST mandated CPT hours.

Note: Levels I and II reserve police officers shall complete 24 hours of CPT every two years. Area/divisional training coordinators are responsible for ensuring that this requirement is met and tracked.

- C. Level III Armed/Unarmed Reserve Police Officers - Defined.** Level III reserve police officers are appointed after they have successfully completed the POST Module III academy course consisting of 245 hours. Qualified Level III reserve police officers may be armed, provided they have met Department eligibility requirements and may be allowed to carry weapons while on-duty. These reserve police officers have peace officer authority only while on-duty. Level III reserve police officers are limited to

those duties that are not likely to result in a physical arrest. Level III reserve police officers may be supervised by a full time non-probationary police officer or a CDL-I reserve police officer. Level III reserve police officers may work in plain clothes or in uniform.

1. Armed Level III Reserve Police Officers. Armed Level III reserve police officers shall not be assigned general law enforcement duties but may be assigned limited duties including, but not limited to the following:

- * Administrative duties to include Area/divisional front desk;
- * Communications;
- * Community Relations Office;
- * Detective non-enforcement assignments;
- * Special task forces;
- * Traffic control;
- * Security at parades and sporting events;
- * Report car (investigative field reports where suspects are not likely present);
- * Evidence transportation;
- * Prisoner transportation;
- * Parking enforcement; and,
- * Subpoena service.

Note: Level III reserve police officers assigned to work a plain-clothes assignment may carry their weapons concealed while on-duty. Armed Level III reserve police officers may use a marked black and white vehicle in the performance of their duties.

2. Unarmed Level III Reserve Police Officers. Unarmed Level III reserve police officers shall not be assigned general law enforcement or patrol duties but may be assigned limited duties including the following:

- * Administrative duties to include Area/divisional front desk;
- * Communications;
- * Community Relations Office;
- * Detective non-enforcement assignments; and,
- * Special task forces.

Note: Commanding officers shall ensure that the requirements of the assignment shall in no case exceed the training and abilities of the reserve police officer.

D. Continuing Professional Training Requirement. All Level III reserve police officers must complete 16 hours of in-service training every two years. This training can be in any job-related area that is deemed appropriate and necessary. Area/divisional reserve coordinators and or the reserve police officer are responsible to ensure this requirement is met and tracked on the reserve police officer's TEAMS report.

E. Specialist Reserve Officer - Defined. Specialist reserve officers are volunteers who have special talents which may be utilized by the Department when there is a need for their services. These reserve officers do not have peace officer status. A City identification card, distinct from those issued to police officers, will be furnished to Specialist reserve officers. While Specialist reserve officers are not required to work a specified number of hours, they shall be available if called upon.

II. AREA/DIVISIONAL RESERVE COORDINATOR'S RESPONSIBILITIES

A. Reserve Coordinators. Area/divisional reserve coordinators shall be responsible for the following:

- * Ensuring reserve police officers in their Area/division, excluding specialist reserves, complete a minimum one hour tour of duty per shift equaling 32 hours per two deployment periods;
- * Completing an Employee's Report, Form 15.07.00, if he/she determines the reserve officer(s) failed to meet the minimum required attendance;
- * Forwarding the completed Employee's Report, to the Officer in Charge, Reserve Coordination Section, Personnel Group; and,

Note: Absences are acceptable when the reserve officer(s) are ill, or extenuating circumstances arise.

- * Requiring all CDL-I, DL-I, Level II, and Level III reserve officers attend Area/divisional monthly reserve meetings.

AMENDMENTS: This Order amends Sections 3/252.15, 3/252.25, and 3/252.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"